

The Knowledge Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to: Instructor sending an email to the roster

Step 1: Follow this trail: Administration/Manage Training/Instructor Tools



Step 2: Type the course you desire, make sure the instructor says me, choose either current of past. If you choose past you must populate the dates. Click search.

Instructor Tools

Use the Section List to search for classroom courses in order to edit scores or classroom course sections in calendar format. The information that displays is:

Course Sections

Section List | Section Calendar

Search for courses to view information about, and use the Action menu to perform actions on courses.

Search Text cws1061

Search Type All words

Instructor Me

Section List Current

Start Date

End Date

Activity

Search

Step 3: Choose send email form the drop down menu and click Go

VDSS - CWS1061: Family Centered Assessment in Child Welfare

Title: VDSS - CWS1061: Family Centered Assessment in Child Welfare (Roanoke)

Section Format: In-Person

Code: Number: 95

Section Date Range: 10/17/2016 - 10/18/2016

Event Date Range: 10/17/2016 9:00 AM - 10/18/2016 4:00 PM

Enrollment Cancellation Deadline: 10/17/2016 8:00 AM

Waitlist Type: Automatic

Capacity (Min/Max): 4/24

Enrolled/Waitlisted/Pending: 24/0/0

Send Email **Go**

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Illustration of how to: Instructor sending an email to the roster

Step 4: Populate the pertinent fields and click send

Send Email

Send Email

Preview

Email Address

roger.stultz@dss.virginia.gov

No Email Address

☐ Check this box if you do not have an email address.

* To

ClassroomCourseSectionAllEnrolledUsersEmail

* Importance

High

* Subject

* Message

View Default Text

Include Self

☐ Send this email to me for my personal records.

Check Spelling

Send

Return